



DEPARTMENT OF THE ARMY
CALIFORNIA ARMY NATIONAL GUARD
HEADQUARTERS, CAMP ROBERTS
CAMP ROBERTS, CALIFORNIA 93451-5000



CACR-TSM

19 October 2004

MEMORANDUM FOR All units and personnel at Camp Roberts-MTC

SUBJECT: Command and Staff Coverage on Weekends and Holidays

1. **Purpose:** This memorandum establishes policy and procedures for maintaining command and staff functions during weekends and holidays.
2. **Command:** I retain after-hours management of Camp Roberts and can be reached at my mobile number: 805-391-0681. If needed, the chain of succession will be LTC Brown, MAJ Bohn, and then MAJ Mavroleon. All will keep their mobile telephones close.
3. **Staff Coverage:** DPTMS, DOL, DPW, Security, Fire Department, Environmental Office, and IM will maintain staff coverage on weekends and holidays. Depending on the customer load, this coverage may be in the form of an "on call" number. The goal is for everyone with "coverage" duty to have a mobile telephone. **The standard is access within 15 minutes.**
4. **Weekly Bulletin:** DPTMS will publish a weekly bulletin that contains pertinent information on current training conditions and directives, units training on the installation, and staff coverage. The bulletin will be distributed to staff, every tenant, and every unit or customer scheduled to be at Camp Roberts. Directorates will post the weekly bulletin at the Security Office, Billeting Office, Range Control, and the Fire Department. DPTMS will also post the staff coverage portion of the bulletin outside the main door at the reception station (Bldg. 6038).
5. **Camp Roberts Information** (telephone number) is 805-238-3100. Information Management will manage the voice recording and the data connections.
6. My telephone number is CAGNET 68201.

JOHN F. SMITH
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Training Site Manager